

PART A – POLICY AND PROCEDURE

CHAPTER 6 – BIDDING THROUGH DCC PLAN ROOM

1.0 General Information

- 1.1 The requirements of this chapter shall apply to all projects bidding through DCC Plan room. Reference Part A – Chapter 3 for Capital Improvement Projects required to bid through DCC Plan room.
- 1.2 For a project to be released to bid through DCC plan room, the following must be submitted and accepted by DCC:
 - 1.2.1 Code footprint (if applicable) – Reference Part A – Chapter 4 for requirements
 - 1.2.2 Construction Separation and temporary egress plans (if applicable) – Reference Part A – Chapter 4 for requirements
 - 1.2.3 Bid Document Deliverables – Reference this chapter, Section 5.0.
- 1.3 The bid date will be advertised in the [Kansas Register](http://kansasregister.com) and on the on-line plan room at <http://kansasdfm.contractorsplanroom.com/secure/>.
- 1.4 Significant problems that arise less than ten (10) calendar days prior to the bid date shall be brought to the attention of the Owner and DCC, and may result in the postponing of the bid date.
- 1.5 DCC contracts with an electronic plan room, for plan distribution on Capital Improvement Projects, unless otherwise designated. The link to the on-line plan room can be found under the Bid Solicitation section at <http://admin.ks.gov/offices/ofpm/dcc> by selecting the yellow On-Line Plan Room button.
 - 1.5.1 Access to the plan room site is free as long as registration is completed from the DCC link or at <http://kansasdfm.contractorsplanroom.com/secure/>. Enter an e-mail address in the space given on the right side of the screen and click on the “Sign Up!” tab.
 - 1.5.2 At their expense, interested bidders may download the documents to their computer, print them on their printers or plotters, or may order prints from a printer. There is a fee of \$7.50 from IDT to bundle and send to a printer (this occurs if you select the “Order” button on the IDT website). This is not the printing cost. The printer assesses the printing charges when the Contractor orders the prints.
 - 1.5.3 Contractors, subcontractors and suppliers are responsible for understanding the scope of the work involved in these documents and for obtaining the appropriate drawing sheets and specification sections for their work.

2.0 Project Architect's/Engineer's Responsibilities

- 2.1 Submit bid document deliverables as outlined in Section 5.0 in this chapter.
- 2.2 Correct and re-send files that cannot be uploaded due to format, errors or file naming.
- 2.3 Complete the DCC e-mail request for pre-bid conference information and document distribution. If pre-bid is required, will coordinate with the Owner the date, time and location for the pre-bid and if the pre-bid conference is mandatory. The pre-bid conference will be at least 10 calendar days prior to the bid date.

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- 2.4 The Project Architect/Engineer shall chair the pre-bid conference, Form 320 – Pre-Bid Agenda, available at <http://admin.ks.gov/offices/ofpm/dcc/f-and-d>.

2.4.1 The Project Architect/Engineer shall include the relevant consultants at the pre-bid conference, present a description of work, answer questions, and participate in a walk-through of the project site, if necessitated by the project scope.

- 2.5 Prepare all technical addenda regarding interpretations, clarifications, and approved substitutions.

- 2.6 Evaluate requests for substitutions following process outlined in specification Document D – General Conditions of the Contract.

2.6.1 Approved substitutions will be made via addenda. The Project Architect/Engineer will notify the submitting firm of substitution requests that are not approved.

3.0 Design, Construction & Compliance Responsibilities

- 3.1 Will review construction documents and release the project to bid when documents are found acceptable.

- 3.2 Will set the bid date in consultation with the Owner.

- 3.3 Will prepare specification cover(s), specification Documents A through I, Section 01 0000, will edit Project Architect's/Engineer's provided Table of Contents and combine with page(s) of each discipline's seal, the Project Architect's/Engineer's edited Division I sections and the Project Architect's/Engineer's technical specifications. Reference Section 5.0 of this chapter for additional submittal information.

- 3.4 Will upload (post) all of the bid document files to the electronic plan room.

- 3.5 Will coordinate the printing and distribution of bid documents provided for the project team and Owner.

- 3.6 Will provide the first addendum. The addendum will include standard DCC information and pre-bid notification, if applicable.

- 3.7 Coordinate with Owner and Office of Procurement and Contracts to determine revised bid date, if applicable.

- 3.8 Will coordinate the printing and distribution of up to ten (10) sets of bid documents for the successful bidder.

4.0 Owner Responsibilities

- 4.1 Owner is to provide notification that the Capital Improvement Project is being submitted for bidding through DCC plan room. The notification is to be in writing with bid document deliverables or by e-mail.

- 4.2 Owner shall identify and specify the procedures on a separate sheet and shall provide all documents, forms and information to be included in the specification manual, when a project's funding source (i.e. federal funds) requires additional or non-standard procedures and/or forms beyond State of Kansas requirements.

- 4.3 Owner will pay the cost to post documents to the electronic plan room.

- 4.4 The Owner will pay the costs to print and distribute bid documents, including addenda, for use by the Owner, design team and DCC.
- 4.5 The Owner will pay for costs to print and distribute up to ten (10) sets of bid documents for use by the Contractor during construction.

5.0 Bid Document Deliverables

- 5.1 DCC will check the bid document deliverables utilizing Form 300 – Bid Document Deliverable Checklist at <http://admin.ks.gov/offices/ofpm/dcc/f-and-d>. This document is provided to aid the project architect/engineer in providing a complete and accurate set of bid document deliverables.

5.2 General Bid Document Deliverables Items

- 5.2.1 Beginning July 1, 2016, OPFM no longer requires vellum or Mylar® copies of the bid documents. Documents for bidding will only be required electronically in PDF format.
 - 5.2.1.1 Some agencies may wish to continue to receive vellum or Mylar® copies of the bid documents. The project architect/engineer shall confirm with the agency whether the agency wants these paper copies.
- 5.2.2 The CD/DVD or flash drive shall have a folder for drawings and a folder for specifications. There shall be no subfolders.
 - 5.2.2.1 The CD/DVD shall have a permanently affixed, printed label made specifically for CD/DVD's (do not use mailing labels or hand write directly on the CD/DVD or label). The label shall include the DCC project number, project title, document submittal date, firm name, file format, and be labeled Bid Document Deliverables. A properly labeled CD/DVD will be required before project can be posted to the DCC electronic plan room.
 - 5.2.2.2 The flash drive shall have a key tag or other type of tag or label identifying the contents of the drive. The flash drive shall be named with the DCC project number and documents shall be saved in the same manner as identified for the CD/DVD.
- 5.2.3 The CD/DVD or flash drive is used for posting on the electronic plan room and archiving at DCC.
- 5.2.4 A completed Form 305 – Front End Data shall be submitted and may be a paper copy or a PDF on the CD/DVD or flash drive.
 - 5.2.4.1 Alternates and Unit Prices shall be summarized by the Project Architect/Engineer for use in Document C – Form of Bid. Descriptions for the alternates on the bid form shall match the descriptions provided by the Project Architect/Engineer in Division 1.
 - 5.2.4.2 When used, full descriptions of alternates, unit prices and allowances shall be included in the Project Architect's/Engineer's Division 1 section.
 - 5.2.4.3 Alternates and unit prices shall be designated with whole numbers, without subsets. (Example: Alt. 1, Alt. 2, Alt. 3, etc.)
 - 5.2.4.4 When a project's funding source (i.e. federal funds) requires additional or non-standard procedures and/or forms beyond State of Kansas requirements, the

agency or project architect/engineer shall provide the information and documents to DCC for inclusion in the Construction Documents.

5.2.4.5 The final construction estimate is to be Base Bid only.

5.2.5 The project title shall be written in the following order: agency abbreviation, building name and a title of work. (Example: KDOT Horton Subarea Shop HVAC Upgrade.)

5.3 Drawing formatting shall be as follows:

5.3.1 Drawing space on each drawing sheet shall be used efficiently, limiting white or blank spaces.

5.3.2 Text fonts used on drawings should be “sans serif” for readability.

5.3.3 For drawings 24” x 36” or larger, the minimum plotted text size for general notes not associated with a drawing shall be minimum 1/8”. All scalable text (text not part of an AutoCAD symbol) on these drawings shall be a minimum of 3/32” plotted at full size.

5.3.4 All text and line weights at full size shall be legible and readable at half size reduction. Lightweight fonts for dimensions are discouraged.

5.3.5 All drawing sets with more than one drawing shall have a sheet index on the first sheet.

5.3.6 All sheets in a drawing set shall be the same size.

5.3.7 If multiple volumes are provided, each volume shall have a cover sheet with the volume clearly identified and a drawing index. The drawing index shall list all volumes and sheets provided in those volumes. Each volume shall have a separate page number. Maximum number of pages in a volume shall be 170 pages.

5.3.8 All large projects, as defined in Part B – Chapter 3, shall have a cover sheet.

5.3.9 Each drawing sheet, including the cover sheet, will have a title block, as shown on DCC Form 112–Standard Title Block, available at <http://admin.ks.gov/offices/ofpm/dcc/f-and-d>.

5.3.9.1 The title block on the 24” x 36” sheet should be a minimum of 2” wide and contain the information indicated on the Graphic Sample.

5.3.9.2 The lower 12-inch section of the title block is reserved for the state’s project information.

5.3.9.3 The upper half of the title block shall contain all firm and consultant information, logos and seals. No firm information should be outside the title block. Each drawing sheet shall contain the appropriate discipline’s seal, signed and dated across the seal.

5.3.10 All floor plans, including demolition, architectural, structural framing, mechanical and electrical plans shall be oriented the same direction, preferably oriented with a north arrow pointing to the top of the page, and shall have both a numeric scale and a graphic scale.

5.3.11 All building floor plans (i.e. architectural, reflected ceiling, roof, structural, mechanical, plumbing, electrical, lighting, fire suppression) shall be drawn to a scale of not less than one-eighth inch per foot. Floor plans of buildings less than 100 feet in length should be

drawn at a scale of one-fourth inch per foot. Regardless of scale, all plans shall be the same scale, except site plans, enlarged plans and details.

- 5.3.12 Each plan, detail and drawing shown on the documents shall be drawn accurately, and have the appropriate title and scale indicated.
- 5.3.13 Each discipline shall provide a legend, using symbols and notations standard to the industry, indicating each symbol's meaning, and shall be located on the first sheet of each discipline's individual set of plans.
- 5.4 Technical specifications shall be project specific and edited from the current edition of a guide specification similar to Arcom's MasterSpec or BSD's SpecLink-E, using the CSI Master Format section, numbering and outline formats for the 49 Division, 6-digit section number format.
 - 5.4.1 Technical specifications formatting shall be as follows and shall match DCC format.
 - 5.4.1.1 It is the preference of DCC that the technical specification be on 8 ½" x 11" paper and not provided on the drawings.
 - 5.4.1.2 Each page shall have a single column format with 0.75" margins on both the right and left sides. Top and bottom margins shall be 1/2" maximum.
 - 5.4.1.3 Each page shall have the DCC project number, project title (including agency abbreviation) and date (month and year) in the header and specification section title, specification section number and a page number in the footer.
 - 5.4.1.4 Fonts shall be Arial or Helvetica at 10pt.
 - 5.4.1.5 Project titles used in the Header/Footer shall match the project titles in the drawing title block.
 - 5.4.1.6 Indexes, if provided in Division 1 specifications, shall be identical to index on drawing cover sheet and shall match the titles provided on the drawing title blocks.
 - 5.4.1.7 Multiple volumes will be required if volume size exceeds 500 double-sided pages.
- 5.5 Electronic Format Items – Drawings
 - 5.5.1 Final drawings shall be submitted with each drawing sheet as a separate PDF document at a 300 dpi minimum resolution. PDF files shall not be saved as portfolio or in layers and shall be condensed (flattened) or optimized and saved as "Page Only". Save drawings to display horizontally (no rotation required to view drawing).
 - 5.5.2 Drawing file titles should have a 3-digit numerical prefix (beginning with 001), the sheet number and a brief description of the sheet content. Drawing files are to be titled in the numerical order that the Project Architect/Engineer intends the drawing set to be displayed.
 - 5.5.3 The following is an example of the titles for drawing files. (Do not provide underlines between words) The titles shall match the titles on the drawing page.
 - 001-1.0 Cover Sheet
 - 002-C.1 Civil Site Plan
 - 003-A.1 Floor Plan

004-Etc.

- 5.5.4 A professional seal with signature and date shall be readable at the intended size of the drawing. Electronic signatures are recognized by the Kansas State Board of Technical Professions. Specific regulations and standards are available at <http://www.ksbtp.ks.gov/statutes-rules/seal-sig-faq>.

5.6 Electronic Format Items – Specifications

- 5.6.1 Project Architect/Engineer is responsible to provide the following specification items on the CD/DVD.

- 5.6.1.1 Table of contents
- 5.6.1.2 PDF page(s) of each discipline's seal
- 5.6.1.3 Project Architect's/Engineer's edited Division I additional sections
- 5.6.1.4 Project Architect's/Engineer's technical specifications
- 5.6.1.5 Technical reports, legal descriptions, documents, records and/or papers prepared by the design team for the project
- 5.6.1.6 Special/non-standard project procedures and forms required for funding or administrative recordkeeping

- 5.6.2 Each technical specification Division with applicable Sections shall be bundled as one (1) PDF file per specification Division except as follows:

- 5.6.2.1 Project Architect/Engineer Division 1 sections shall be submitted in PDF format. DCC will combine with DCC Division 1 sections for a single Division 1 PDF.
- 5.6.2.2 The PDF for each Division shall be named according to the CSI Masterformat naming conventions.
- 5.6.2.3 All technical reports, legal descriptions, documents, records and/or papers prepared by the design team for the project shall be provided in PDF format and located in the table of contents.

- 5.6.3 Titles for each specification file and all other information files shall include a 3-digit numerical prefix and title.

- 5.6.3.1 Each specification file created by the Project Architect/Engineer shall be numbered in the order the Project Architect/Engineer intends the information to be displayed. 001 and 004 are reserved for DCC use.

- 5.6.3.2 The following is an example of the titles for specification files.

001-Cover (reserved for DCC & not provided by Project Architect/Engineer)
002-Professional Seal(s) (save as one PDF)
003-Table of Contents (DOC/DOCX format)
004-Front End Documents A-I (reserved for DCC)
005-Division 01-General Requirement (Project Architect/Engineer Division 01 sections shall be submitted in PDF)
006-Division XX-(Divisions as applicable to the project)
007-Etc.

- 5.6.3.3 If the electronic files need to be revised, e-mails containing the revised files will be accepted in the interest of time. A new CD/DVD or flash drive shall be submitted and is to include all electronic files in the complete bid document

set. The label on the CD/DVD shall be dated with the date the CD/DVD was created and noted as revised.

- 5.6.4 Provide a completed Table of Contents prepared in DOC/DOCX format, using Form 307 – Specification Table of Contents. This form is located at <http://admin.ks.gov/offices/ofpm/dcc/f-and-d>. This form template shall not be reformatted by the Project Architect/Engineer. The Project Architect/Engineer is to complete the following items on the template.

- 5.6.4.1 Project Architect/Engineer Division 1 additional sections.
- 5.6.4.2 Project Architect/Engineer technical specifications.
- 5.6.4.3 All technical reports, legal descriptions, documents, records per Section 5.4.2.2.
- 5.6.4.4 Page numbers formatted as shown on the template.
- 5.6.4.5 Any Specification Divisions not used shall be formatted as “DIVISION 6 & 7 NOT USED” or “DIVISION 35 THROUGH 49 NOT USED”.

6.0 Addenda

- 6.1 DCC will review addenda for conformance to applicable codes and statutes. DCC will edit addenda for standardized formatting. DCC will not proof or provide quality control for addenda.
- 6.2 Except for the first addendum (which is prepared by DCC), addenda shall be written by the Project Architect/Engineer in electronic DOC/DOCX format and e-mailed as directed on Form 315 – Addendum, found at <http://admin.ks.gov/offices/ofpm/dcc/f-and-d>.
- 6.3 Pre-bid conference shall be scheduled by Project Architect/Engineer and coordinated with the agency. Information shall be provided to DCC for inclusion in the first addendum.
 - 6.3.1 Pre-bid shall be scheduled after the project advertisement appears in the Kansas Register and at least 10 days prior to bid opening.
 - 6.3.2 Project architect/engineer is to chair the pre-bid conference. A Pre-bid Conference Agenda – Form 320 is available at <http://admin.ks.gov/offices/ofpm/dcc/f-and-d>.
- 6.4 When a pre-bid conference is listed on the addenda as mandatory, Procurement and Contracts will not open the bids of anyone who did not attend the pre-bid.
- 6.5 Addenda for printed set of bid documents will be organized as follows:
 - 6.5.1 Addendum form (printed in pink)
 - 6.5.2 New bid form, if required (different color than the original bid form)
 - 6.5.3 Specifications either white, green or yellow (depending on discipline)
 - 6.5.4 Drawing sheets (white)
- 6.6 Submit applicable documents to DCC for addenda via e-mail as follows:
 - 6.6.1 The addendum shall be provided in DOC/DOCX format and all attachments shall be in PDF format. If large format drawings are provided as part of an addendum and are transmitted by e-mail, the Project architect/engineer shall follow up with a CD/DVD or flash drive containing the revised documents.

- 6.6.2 The sign-in sheet from the pre-bid conference will be reproduced in the original handwritten form. Typed versions of this document will not be published.
 - 6.6.3 If multiple drawing sizes are issued in the addendum, the attachments shall be issued and numbered with like sizes together and smallest sized document attached first and the largest sized document last.
 - 6.6.3.1 If a detail drawing needs to be revised by addendum, when possible, submit the drawing at the original scale on 8 ½" x 11" or 11" x 17" size paper rather than submitting the entire large format drawing sheet. Large format drawing sheets shall only be issued if the above requirements cannot be met. All drawing sheets, regardless of the sheet size shall be sealed, signed and dated by the project architect/engineer and shall reference the addenda number.
 - 6.6.3.2 If an original contract document sheet has to be replaced in its entirety, it shall be re-issued as the same size as the original.
 - 6.6.4 All drawings must be properly sealed, signed and dated and properly identified by addendum number.
 - 6.6.4.1 Some Owners may still require paper copies of the bid documents for their files. The project architect/engineer shall send paper copies per the Owner's requirements.
 - 6.7 DCC reserves the right to correct formatting and reorganize the addendum and any related attachments to allow ease of uploading and/or printing.
 - 6.8 The Project Architect/Engineer is required to deliver the final addendum by 10:00 am, five (5) business days prior to the bid date for review, formatting, and uploading.
 - 6.8.1 Any addendum received after the above deadline may require postponement of the bid date.
 - 6.9 Addendum language for projects being **revised** for rebidding shall give a brief description of the changes with sufficient detail to inform the bidders what was revised. Revised bid document deliverables may be required. The DCC project number will be modified to include REV after the project number (i.e. A-012001REV).
- 7.0 Opening and Review of Bids
- 7.1 Procurement and Contracts is responsible for opening and reviewing bids for each project.
 - 7.2 The bid tabulations are uploaded to the on-line plan room which can be found at <http://kansasdfm.contractorsplanroom.com/secure/> and forwarded to the Owner and the Project Architect/Engineer for their review.
 - 7.3 If the bid is within the amount of funds allocated for the construction of the project, the Project Architect/Engineer will make a recommendation to the Owner regarding the lowest responsible bidder.
 - 7.4 When the Owner accepts the lowest responsible bidder, DCC will send an Advice of Award of contract to Procurement and Contracts for further processing.
 - 7.5 If the Owner accepts alternates which change the lowest responsible bidder's major subcontractor(s) listed on the bid form, the lowest responsible bidder is required to provide the name and address of the major subcontractor(s) which are changed.

- 7.6 If the Owner does **not** intend to award a construction contract, DCC will announce the agency's decision on the on-line plan room, found at <http://kansasdfm.contractorsplanroom.com/secure/>.
- 7.7 If no bids are received for the project, DCC will send a letter to the Owner requesting further comment from the agency.
- 7.8 If the state offices in Topeka/Shawnee County should be closed due to inclement weather or any other unforeseen condition and there is a project scheduled to bid, all bid openings will be canceled.
 - 7.8.1 The revised bid date will be published when we return to the office and will be issued via an addenda.
 - 7.8.2 To find information on state office closings, refer to local media sites. (www.wibw.com and www.kansasfirstnews.com)

8.0 Award and Signing of the Construction Contract

- 8.1 Procurement and Contracts will issue unsigned construction contracts for the project to the Contractor, the Owner, and DCC, which are to be signed and returned to Procurement and Contracts.
 - 8.1.1 The Contractor will return signed contracts to Procurement and Contracts along with the following:
 - 8.1.1.1 Proof of workers' compensation insurance, comprehensive general liability and automobile liability in the required amounts
 - 8.1.1.2 Builder's risk insurance for new construction (or an all-risk installation floater for renovations)
 - 8.1.1.3 Performance bond (Specification Document G)
 - 8.1.1.4 Public works bond (Specification Document H) in an amount equal to the contract price
 - 8.1.1.5 County bond receipt
- 8.2 Procurement and Contracts works with the Owner to complete the purchase order and finalize the contract. The state agency forwards the final contract to the Contractor.

9.0 Notice to Proceed

- 9.1 When DCC receives copies of the signed contracts from Procurement and Contracts, DCC will write Form 440 – Notice to Proceed for contract time to start the next day in accordance with the construction contract stipulations.
- 9.2 If the Owner wants to issue the Notice to Proceed prior to the full execution of the construction contract, the Owner must submit a request to Procurement and Contracts. This request shall be for verification that Procurement and Contracts has received Contractor insurance documents and the Contractor-signed construction contract. After Procurement and Contracts has provided written verification and approval to the Owner, the Owner will forward this written approval to DCC. The Notice to Proceed can then be issued by DCC.

END OF CHAPTER